

Safeguarding Children Policy

Digital Jersey

1. Introduction

1.1 'The Company,' Digital Jersey is a non-for-profit organisation,

1.2 Digital Jersey office is:

Forum 3

Grenville Street

St Helier

Jersey

1.4 The safety of children and young people is paramount, and we are committed to providing them with a safe and secure environment.

In this policy:

- a 'child' or 'children' means anyone below 16 years of age;
- 'Young person' or 'young people' means anyone over 16 but below 18 years of age
- where the participant is a 'pupil' attending from a school or college, all 'child' specific and 'young person' specific safeguarding duties under Jersey Keeping Children Safe in Education (J-KCSIE) apply, and the school retains full safeguarding responsibility throughout the event.

This policy applies to anyone working on behalf of the Company, directly involved in the STEM Racing (Science, Technology, Engineering & Maths) competitions or our STEM challenges/events, including senior managers, employees, volunteers, agency staff, partners, and students. For the purposes of this policy, we refer to all such individuals as 'employees.'

2. Purpose of the policy

2.1 This policy is intended to protect children and young people who receive any service from us including but not limited to the STEM Racing programme and the STEM Career Pathway events or challenges.

2.2 As an organisation we believe that no child or young person should experience abuse or harm and we are committed to their protection and this policy is intended to provide extra guidance in addition to our standard safeguarding policy and

overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

3. Responsibilities and roles

3.1 Designated safeguarding lead (DSL)

The DSL is responsible for handling reports or concerns about the protection of children and young people appropriately and in accordance with the procedures that underpin this policy. The COO (or a nominated deputy) acts as the DSL for the Company and is responsible for:

- monitoring and recording safeguarding concerns;
- ensuring any required referrals to the relevant authorities happen without delay;
- updating safeguarding training for all employees that require such training;
- ensuring this policy is reviewed annually or earlier if necessary;
- ensuring it is implemented throughout the organisation and safeguarding training given where required;
- ensuring monitoring and recording procedures are implemented; and
- recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.

The DSL is supported by two deputies, from the internal team, an innovation manager, and the membership manager. They are to support and aid the DSL and act as a safeguarding supervision group. The designated roles are defined below:

- DSL – Amy Taylor (COO)
- Deputy – Charlie Miles (Innovation Manager)
- Deputy – Kirsty Woods (Membership Manager)

3.2 All employees

All employees involved in these events/challenges must follow this policy and maintain an environment that prevents exploitation and abuse, which encourages reporting of breaches of this policy using the appropriate procedures.

3.3 Safeguarding responsibility of schools/education providers:

- Schools remain the lead agency for safeguarding when their pupils attend Digital Jersey events;

- Digital Jersey acts as a facilitator with no investigative responsibility for pupil-on-pupil or pupil related concerns as investigations remain the responsibility of the school in accordance with JKCSIE on pupil or pupil related concerns KCSIE.
- Digital Jersey only escalates externally if a school fails to act or if the risk is immediate

4. Policy Statement

We recognise that safeguarding is everyone's responsibility and that we have an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of children and young people with whom we work.

We believe that:

- children and young people should never experience abuse of any kind; and
- we have a responsibility to promote the welfare of all children and young people with who we work, to keep them safe and to operate in a way that protects them.

We recognise that:

- the welfare of the child or young person is paramount
- all children and young people regardless of race, gender, religious belief, disability, age, sexual orientation, or identity have a right to equal protection from harm
- some children or young people are more vulnerable to harm as results of their circumstances, prior experiences, communication needs, or level of dependency
- working with young people and children and their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them;
- appointing a nominated safeguarding lead for children and young people (the DSL) and two deputies for safeguarding supervision group;
- adopting protection and safeguarding best practice through our policies, procedures, and code of conduct for employees;
- providing effective management for employees through supervision, support, training, and quality assurance measures so that employees know about and follow our policies, procedures, and behaviour codes confidently and competently;
- recruiting and selecting employees safely, ensuring all necessary background checks are made;
- recording, storing, and using information professionally and securely, in line with data protection legislation and guidance;

- making sure that children and young people, and their families know where to go for help if they have a concern;
- using our safeguarding and protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people's parents, families, and carers appropriately;
- using our procedures to manage any allegations against employees appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place;
- ensuring that we provide a safe physical environment for children and young people and employees, by applying health and safety measures in accordance with the law and regulatory guidance; and building a safeguarding culture where employees, children and young people, their families and caregivers treat each other with respect and are comfortable about sharing concerns.

5. The risks to children

Nearly every child grows up in a safe and happy environment, and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children and young people need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence or aggression
- Online and digital harms
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

5.1 Recognising abuse & risk:

Abuse can be physical, emotional, sexual, or financial. It also includes neglect and peer-on-peer abuse, in which children at risk may be harmed by those of their own age or within their peer group

5.2 Staff should remain vigilant for:

- 'Physical abuse,' unexplained bruises, burns, or recurring injuries

- ‘Emotional abuse,’ sudden changes in behaviour, extreme withdrawal, or outbursts
- ‘Neglect,’ poor hygiene, persistent hunger, or lack of appropriate clothing for the event
- ‘Behavioural concerns,’ even if a participant hasn’t disclosed abuse, staff must report low level concerns, such as a participant appearing unusually fearful of a specific adult or exhibiting sexualised behaviour inappropriate for their age.

6. Safeguarding children/young adults at events/activities

6.1 At events and activities for children accompanied by a ‘teacher’ or ‘parent’, it is the responsibility of the school or college to ensure pupils are adequately supervised during Digital Jersey events, in line with their own safeguarding policies and J-KCSIE requirements. Young people aged 16 or 17 may attend unaccompanied if they bring written consent and mobile telephone number of one of their parents.

6.2 Digital Jersey operates as an event facilitator and centre of excellence; therefore, the safeguarding responsibility for all participating students lies with the school representatives in attendance. While Digital Jersey provides a safe event environment the schools must ensure that their staff maintain oversight of students and follow their organisation’s safeguarding protocols during the event.

6.3 Both event and activities are to be defined broadly to include any occasions where Digital Jersey will be providing a service.

7. Disclosure and barring

7.1 Digital Jersey offers the following activities for children and young adults:

STEM Racing Programme & Events

STEM Challenges (e.g. Hackathons)

Competitions & Courses (e.g. tech champions & code in place)

7.2 Some of our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks following the guidance of Safeguarding Vulnerable Groups Act 2006. All permanent staff will undergo a DBS check on commencement of employment. All staff directly involved with our programmes, are required to gain an enhanced DBS check and all programme leads and DSL are required to have an enhanced DBS with a barred check list.

7.3 The DSL will take very seriously any allegation of impropriety on the part of any member of Digital Jersey team. An employee of Digital Jersey who has a concern should get in touch immediately with the following:

Amy Taylor – COO & DSL or one of the Deputy DSLs

7.4 The DSL and deputies will review the allegation and the likely risk to children and, if appropriate, will consider actions to protect children including but not limited to reporting concerns to the relevant authorities, banning the individual from future activities, instigating disciplinary procedures (Digital Jersey salaried staff), revoking his or her membership (where applicable) in accordance with this policy and other policies and procedures of Digital Jersey.

8. Health and safety aspects of safeguarding children

8.1 Before starting any event for unaccompanied children, the programme lead will carry out a risk assessment and then take steps to minimise all risks to health and safety. This risk assessment will be reviewed by the events manager and COO. Teachers, parents, and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The team will keep a record of all risk assessments.

8.2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

8.3 Schools attending must complete their own visit risk assessment prior to the event, as required under J-KCSIE, in addition to Digital Jersey's risk assessment. A copy of the school's completed risk assessment must be submitted to the Digital Jersey programme lead in advance of the event.

9. Policy on the prevention of bullying

9.1 Digital Jersey has a zero-tolerance approach to bullying of any kind, whether by adults or by other children. If an incident of child-on-child bullying occurs during a Digital Jersey STEM event, the children involved will be separated immediately and their accompanying teachers or parents will be asked to manage the situation in line with their organisation's safeguarding procedures. Where necessary, Digital Jersey may consider excluding a child from future events, in accordance with our

established policies and procedures. Any allegations of adults bullying children will be handled under the relevant safeguarding section of this policy. Tolerance approach to bullying of any kind, whether by adults or by other children. If an incident of child-on-child bullying occurs during a Digital Jersey STEM event, the children involved will be separated immediately and their accompanying teachers or parents will be asked to manage the situation in line with their organisation's safeguarding procedures. Where necessary, Digital Jersey may consider excluding a child from future events, in accordance with our established policies and procedures. Any allegations of adults bullying children will be handled under the relevant safeguarding section of this policy.

10. Photography at events

10.1 Digital Jersey will not take identifiable photos or videos of children or young people unless appropriate consent has been confirmed by the school. Where consent is not in place, only non-identifiable images (such as backs of heads or wide shots where individuals cannot be recognised) may be taken.

11. Reporting allegations or concerns

11.1 Immediate Action

Any individual who becomes aware of safeguarding concern must:

- ensure the child is safe from immediate harm
- inform a Digital Jersey safeguarding lead as soon as possible
- record factual observations (not opinions) including:
 - (1) what was seen, heard, or reported
 - (2) date, time, location
 - (3) name of those involved
 - (4) actions taken

Concerns must never be investigated by event staff, teachers, or volunteers. The priority is reporting not fact-finding.

11.2 How to report

If the concern does not directly involve Digital Jersey, then the following reporting and escalation procedure is:

- 1) If a safeguarding concern arises, Digital Jersey staff must ensure the child is safe from immediate harm. This may include separating individuals involved, moving to a safe space, or seeking additional supervision.
- 2) As schools retain full safeguarding responsibility for their pupils at Digital Jersey STEM events, Digital Jersey staff must report all concerns directly to the accompanying teacher or the school's Designated Safeguarding Lead (DSL) as soon as possible.
- 3) Once notified, the school is responsible for managing the safeguarding response, including:
 - I. speaking with the children involved
 - II. contacting parents/carers
 - III. making any required external referrals
 - IV. implementing any protective measures under their safeguarding policy

Where concerns meet threshold for referral, schools must follow SPJ child safeguarding procedures as outlined in the 'Children and Young Person Safeguarding Referrals' framework.

- 4) Digital Jersey will keep an internal record of the concern for monitoring and auditing purposes. These records will be stored securely.
- 5) Digital Jersey may escalate a concern to external safeguarding authorities (e.g. Children's Services or the Police) **only if**:
 - the school fails to act appropriately
 - there is an immediate risk of significant harm
 - the allegation concerns an adult not affiliated with the school (e.g., venue staff, third-party adults)

Digital Jersey staff will not conduct investigations into allegations involving school pupils; their role is limited to immediate safety management and notification to the school's safeguarding lead.

11.3 If the allegation involves a Digital Jersey staff member or volunteer, Digital Jersey will follow its internal safeguarding procedures and make an immediate referral to the appropriate authority.

- 11.4 If a child at risk discloses to you, they are being abused:
- 'Listen,' let them speak without interruption

- 'Reassure,' tell them they have done the right thing but do not promise total confidentiality (you must explain you have to tell someone who can help)
- 'Record,' use the participants own words, use a safeguarding incident form if required
- 'report' contact DSL immediately

Policy Notice

This policy operates in alignment with Jersey Keeping Children Safe in Education (CYPES 2024/25), the Children and Young People (Jersey) Law 2022 and the Safeguarding Partnership Board (SPB) multi-agency procedures.

This policy is a "living document" it will be reviewed annually or following any major incident by the DSL and deputies to ensure it remains fit for purpose for regional racing events.